

## **PROCEDURE 0110.01**

Issued January 6, 1997

**SUBJECT:** Surplus Real Property.

**APPLICATION:** Executive Branch Departments and Sub-units, excluding Department of Transportation, Department of Military Affairs' National Guard Armories, and Department of Natural Resources' parks, forest, and certain other lands.

**PURPOSE:** To provide guidelines on the disposition of surplus State-owned real property.

**CONTACT AGENCY:** Department of Management and Budget (DMB)  
Strategic Asset Management (SAM), Real Estate Division  
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**SUMMARY:** Except as otherwise provided by law, all Executive Branch Departments and Sub-units shall use the services of the Strategic Asset Management, Real Estate Division, to dispose of real property surplus to their long-term needs. All disposals of real property must have prior legislative authorization.

**APPLICABLE FORMS:** None.

### **PROCEDURES:**

#### Agency:

- Determine real property is surplus and if any buildings are to be demolished or sold with the land.
- Department Director submit letter to DMB Director declaring the property surplus, providing a site sketch of the property, and stating the Department will pay for the appraisal contract, survey, and environmental studies as found necessary.

#### Real Estate:

- Review disposal request and check with the State Historic Preservation Office of the Department of History, Arts & Libraries to determine if the property is on the historical register.
- Request environmental assessment, wetland study, and survey, if needed.
- Notify other state departments to determine if there is an alternative state-use for the property.

- Contact local governmental units, public universities, and community colleges to determine if they have an interest in the property.
- Obtain appraisal of property to determine fair market value.
- Advertise for interested bidders
- Prepare sealed bid package and send to respondents.
- Receive and evaluates bids.
- Submit recommendation for approval of sale to the State Administrative Board.

SAB:

- Approve or reject sale of property.

Real Estate:

- Send documents to Department of Attorney General, State Affairs Division for approval.

Attorney General:

- Prepare quitclaim deed and returns to Real Estate Division.

Real Estate:

- Conduct closing. Provide buyer with executed quitclaim deed for recording and request copy of recorded document to be returned to Real Estate.
- Deposit funds in appropriate account.
- Forward copy of recorded deed to the Secretary of State, Office of the Great Seal, upon receipt.

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